



# ENERGY STAR Tenant Space

## Charter Tenant Overview

September 7, 2017

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# Welcome Charter Tenants!

- Thank you for working with EPA to pilot the new ENERGY STAR Tenant Space recognition!
- Who Are the Charter Tenants?
  - Approximately 70 organizations and 140 office spaces
  - Located in 25 states, plus D.C. and Puerto Rico
  - Most at occupancy stage, but about 15% in design or build/fit-out

# Today's Agenda

- Charter Tenant Expectations
- Overview of Criteria and Changes from Proposal to Pilot
- Review of Steps for Charter Tenants and Timeline
- Review of Equipment Inventory and Questionnaire for Energy Estimation/Lighting Tool
- Tentative Schedule of Webinars
- Next Steps
- Questions

# Charter Tenant Expectations

- Review all materials and participate in webinars
- Complete (\*required)
  - \*Equipment Inventory
  - \*Energy Estimation/Lighting Tool
  - \*Feedback Form
  - Application, stamped by licensed professional
  - Other documents as appropriate
- Engage in discussions with EPA as needed
- Those who submit a stamped application to EPA agree to having their organization and space publicly announced (upon achieving the recognition)

# Reminder:

## Proposed ENERGY STAR Tenant Space Criteria

- Eligibility Criteria
  - Used solely as office or non-diagnostic medical office space (may include a data center)
  - Comprises  $\leq 90\%$  of the total square feet of the building, which must have more than one tenant space (i.e., one tenant does not occupy the entire building)
  - Consists of contiguous space with one or more entrances from a common area (e.g. hallway, atrium, elevator)
  - May be in design, build-out/fit-out, or current occupancy
  - Located in U.S. states or territories
- Technical Criteria
  - Estimate energy use
  - Meter
  - Light efficiently
  - Use efficient equipment
  - Share data
- Verification
  - Licensed professional (PE or Registered Architect) reviews completed application to make sure information is accurate, and verifies that meters and lighting are in place
  - LP stamp must be on application before it is submitted to EPA

# Refining the Eligibility Criteria

- Aiming for recognition of tenants in multi-tenant buildings, as those that occupy whole buildings can apply for the ENERGY STAR
  - Is occupancy of  $\leq 90\%$  of building sq' the right number?
  - Should we require buildings to include more than one **office** tenant?
- How best to define what constitutes an individual ENERGY STAR Tenant Space
  - Office suite, as proposed?
  - All space (even non-contiguous) occupied by tenant in building? But what if tenant builds out an additional floor later?
  - Other?
- Please let us know your thoughts at any time during the pilot:  
[tenantrecognition@energystar.gov](mailto:tenantrecognition@energystar.gov)

# Technical Criteria: Proposal vs Pilot

Proposal	Pilot
<b>Estimate energy use</b> <ul style="list-style-type: none"> <li>Use tool provided by EPA</li> </ul>	<b>Estimate energy use</b> <ul style="list-style-type: none"> <li>Gather data needed for tool</li> <li>Use tool when available (likely November)</li> </ul>
<b>Meter</b> <ul style="list-style-type: none"> <li>Meters in place</li> <li>Meters +/-2% accuracy</li> </ul>	<b>Meter</b> <ul style="list-style-type: none"> <li>Meters in place</li> <li>Meters +/-2% accuracy</li> </ul>
<b>Light efficiently</b> <ul style="list-style-type: none"> <li>Option 1: Use EPA tool to demonstrate meet target lighting EUI</li> <li>Option 2: All-LED lighting</li> </ul>	<b>Light efficiently</b> <ul style="list-style-type: none"> <li>Gather data needed for tool</li> <li>Use tool when available to calculate actual and target LEUI</li> </ul>
<b>Use efficient equipment</b> <ul style="list-style-type: none"> <li>Demonstrate certain percentage of equipment is ENERGY STAR certified</li> <li>Enable sleep settings</li> </ul>	<b>Use efficient equipment</b> <ul style="list-style-type: none"> <li>Complete Equipment Inventory</li> <li>Enable sleep settings</li> </ul>
<b>Share data</b> <ul style="list-style-type: none"> <li>Enter space in EPA ENERGY STAR Portfolio Manager</li> <li>Commit to sharing data upon landlord's request</li> </ul>	<b>Share data</b> <ul style="list-style-type: none"> <li>Enter space in EPA ENERGY STAR Portfolio Manager</li> <li>Commit to sharing data upon landlord's request</li> </ul>
LP verifies meters and lighting in place, and reviews all other information in application	

# **Review Steps for Charter Tenants**



# Timeline

- Occupied Spaces
  - September-November 2017
    - Complete and submit Equipment Inventory
    - Complete Energy Estimation/Lighting Tool Questionnaire
    - Establish account (if needed) and enter space in EPA ENERGY STAR Portfolio Manager
  - November-December 2017
    - Use EPA tool to estimate energy use and lighting EUI (enter data from completed questionnaire)
    - Complete ENERGY STAR Tenant Space application and obtain licensed professional stamp
    - Submit completed, stamped application, along with tool results page to EPA
- Spaces in Design/Build-Out
  - As information becomes available
    - Complete each step prior to obtaining licensed professional stamp on application
  - When meters and lighting are in place
    - Obtain licensed professional stamp on completed application
    - Submit completed, stamped application, along with tool results page to EPA
  - **Now:** Let us know when you anticipate lighting and meters to be in place ([tenantrecognition@energystar.gov](mailto:tenantrecognition@energystar.gov))
- Throughout Pilot
  - Comment on EPA materials, process, and any other aspect of the proposed ENERGY STAR Tenant Space recognition
- 2018: EPA awards recognition!

# **Review Equipment Inventory**

# Review Questionnaire

# Tentative Schedule of Webinars

	Date	Time	Subject
1	Sept 7	1 – 2:00 pm EST	Overview, steps, process, general questions
2	Sept 20	1 – 2:00 pm EST	Energy Estimate/Lighting Questionnaire
3	Oct 12	1 – 2:00 pm EST	Application and LP verification
4	Nov 16	1 – 2:00 pm EST	Energy Estimate/Lighting Tool

# Review and Next Steps

- Confirm that meters are in place or planned, and document +/-2% accuracy
- Download and begin filling out:
  - Equipment Inventory
  - Energy Estimation/Lighting Tool Questionnaire
- Documents will be available on the ENERGY STAR website:  
[www.energystar.gov/tenantrecognition](http://www.energystar.gov/tenantrecognition)
- [Register](#) for the September 20 webinar prepared to ask questions about Questionnaire
- Submit completed Equipment Inventory to  
[tenantrecognition@energystar.gov](mailto:tenantrecognition@energystar.gov)
- Stay tuned for more!



# Questions?

[tenantrecognition@energystar.gov](mailto:tenantrecognition@energystar.gov)